

Department Chairs Meeting

August 22, 2016
8:30 am -12:30 pm
JAEC Minor Board Room

Guests: President Paino, Rita Dunston, and Deborah O'Dell
Next Meeting: Monday, September 19, 2016 at 4 pm
Lee Hall, Room 412

Minutes

Agenda item: Welcome - President Paino

Presenter:

Discussion:

President Paino was welcomed and introduced to all the department chairs. He is interested in meeting with the departments to meet the faculty in each area during their monthly scheduled department meetings. During the year he will address challenges at UMW such as salaries, tuition costs, financial aid needs, defining the university brand, marketing, and communication.

Agenda item: CAS Faculty Council Update

Presenter: Deb O'Dell

Discussion:

The Faculty Council needs two replacements to join the committee. Please contact Deb with your recommendations and concerns.

Action items

Person responsible

Deadline

✓ Replacement committee members for CAS FC

All

Agenda item: Registrar's Updates

Presenter:

Discussion:

Department update – Evie Sherlock has been at UMW for a year now and is working with departments and has had an “awesome” year.

Out of Sequence changes – A new program is available, if approved, to have the instructor make the changes/approvals for taking classes out of sequence. It was decided that each department would have to decide if this is something they want or to continue with the Registrar's office handling the changes. Rita will look into options to complete the task.

Preferred names – In Spring 2017, students may use a preferred name vs. legal name for the Eagle One card and housing. They can receive a new picture if needed. However, Banner will only recognize the legal name of students.

Import/Export grades – The system to import/export grades is in the process of being updated.

Seats being held – Reminder: the Registrar's office holds 5 seats for late registering students, mainly transfers.

Mid-term deficiencies – Policies changes will be discussed at the AAC meeting. Update for the changes will coming soon.

Probation – Advisory will receive list pf potential students going on probation.

Faculty on Sabbatical – Rita requested that faculty on sabbatical be removed from the advisor listing. Once they return, they may be added back.

Action items

- ✓ Contact Rita with any questions or concerns

Person responsible

All

Deadline

Agenda item: Announcements**Presenter:** Richard**Discussion:**

Equipment-The approved equipment budget requests will be emailed this week.

Adjunct changes-Federal government laws have changed for adjuncts and part-time faculty. A part-time faculty member will have to wait 26 weeks to be rehired.

Building plans-The state has not released the allocated funding for the Jepson renovation. The President wants to wait until the state releases the funds before the project starts.

Taiwo Ande-Assistant Provost Taiwo Ande will be leaving UMW at the end of September to start a position with Florida A & M University.

Reports-Research productivity reports are due. They are to include all journal publications faculty members have done during the academic year. This report is required by UFC. Send reports to Richard by 9/23/16. Along with the report, please send the number of faculty that has participated in outside work such as presentations, publications, etc.

Spring schedule deadlines-Grant will send out spring schedules that need to be reviewed and returned by 9/23/16. He also needs to know how many adjuncts each department hopes to hire for the spring.

Summer sessions (handout)-Enrollments for the past 5 years for summer school were distributed. The past year was down 12 sessions. 117 classes were offered, and 33 were on-line classes. Faculty are encouraged to create on-line classes and should work with DTLT. Overall, numbers and revenues for CAS summer courses were up.

Action items

- ✓ Publication reports
- ✓ Adjunct needs for spring

Person responsible

All

All

Deadline

9/23/16

9/12/16

Agenda item: FLSA Update: Overtime**Presenter:** Richard**Discussion:**

The new Fair Labor Standards Act will go into effect the first of the year. In preparation, UMW will start MyTime clock-in and clock-out for all staff making less than \$48,000. This includes faculty and staff. HR has many sessions lined up for all employees to attend. Overtime will be paid to people making less than the threshold figure whose positions met certain requirements.

Agenda item: Personnel Oversight**Presenter:** Richard**Discussion:**

Mentoring of new faculty is conducted differently by departments. A discussion on how each department carries out the task was discussed. Classroom observation was mentioned by the P&T committee as something they would like to see information included in the candidates' files. It was suggested that someone from P&T should come to a chairs meeting to discuss what they are looking for in the files. The Art department has written procedures which Carole will send to Richard and Martha.

New faculty have requested a reduction for P&T which the Dean and the faculty member discuss during the interview process. The chairs have requested they be more pro-active in making the decision with the new faculty member.

Conclusions:

It was suggested to have the Teaching Center work with the junior faculty members during the semester to help support them. A mentor program used to be available; it would be helpful to reestablish one.

Action items	Person responsible	Deadline
✓ P&T committee to discuss recommendations	Richard	9/19/16
✓ Teaching Center program suggestions	Richard	

Agenda item:	Chair's Workload-FYI	Presenter:	Richard
---------------------	----------------------	-------------------	---------

Agenda item:	Searches	Presenter:	Richard
---------------------	----------	-------------------	---------

Discussion:

The process with hiring new faculty has become very complicated. Most of the work has been shifted to the departments to handle with little guidance. Potential candidates that did not receive a position were not notified by HR that the position was filled by another candidate.

Action items	Person responsible	Deadline
✓ Group formed to meet with HR: Jackie, Dave, and Richard	Richard	

Agenda item:	Travel Support for Student Internships	Presenter:	Richard
---------------------	--	-------------------	---------

Discussion:

The CAS Alumni Advisory Board gave out Internship awards of \$2000 to six students. The Advisory Board would like some guidance on deciding factors of who will receive the awards. The next Board meeting is on Friday, October 14th.

Action items	Person responsible	Deadline
✓ Send any suggestions to Richard	All	

Agenda item:	Admissions messages	Presenter:	Richard
---------------------	---------------------	-------------------	---------

Discussion:

Admissions provided information for each department that is given to potential students. If there are any changes to be made, please send to Martha.

Other Information

Special notes:

New Faculty Searches were not discussed but please contact Richard with any questions about procedures, etc.